



PEFC Council

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Board Minutes

Geneva, Switzerland

Tuesday 9 and Wednesday 10 April 2019

PEFC Council Board Minutes

Present:

- Peter Latham (Chair)
- Eduardo Rojas y Briales
- Peter Crook
- David Ford
- Nurudeen Iddrisu
- Riikka Joukio
- Brian Kernohan
- Gerald Pfiffinger
- Suzette Weeding

Apologies:

- Juan-Carlos Jintiach
- Jin Sook Lee
- Natalie Hufnagl-Jovy (1st Vice Chair)
- Geneviève Chua (2nd Vice Chair)
- Hervé LeBouler
- Eduardo Rojas y Briales (Day 2)

In attendance:

- Ben Gunneberg (CEO / Secretary General)
- Michael Berger (Head of Technical Unit / Deputy Secretary General)
- Esa Härmälä (Nominations Committee representative by invitation)
- Alexander Knapp (Item 4)
- Natalie Hufnagl-Jovy (1st Vice Chair) (item4.1 by phone)

1. AGENDA

BOD/1/2019 Unanimously agreed:

- To approve the agenda.

Noted no one conflicted with any agenda item

2. MINUTES

2.1 Minutes of the Last Board meeting

BOD/2/2019 Unanimously agreed:

- To approve the minutes of last Board meeting held on November 11 2018 in Geneva Switzerland.

2.2 Minutes of the 23rd General Assembly

BOD/3/2019 Unanimously agreed:

- To approve the Minutes of the 23rd General Assembly held on November 14 2018 in Geneva Switzerland.

3. MATTERS ARISING

3.1 Follow up last board meeting

Board members noted the report. It was agreed that the Secretary General prepare a paper on enhanced engagement by PEFC as a whole and by board members with PEFC International Stakeholder members

3.2 Risks to be considered

Noted that some would be covered under the review of the risk register. Also noted that more time should be given to strategic risk items in Board discussions.

3.3 Consent agenda items

These were noted and unanimously approved

3.4 Board Self-Assessment

The chairman reported the overall positive results and noted the feedback had indicated that there was room for improvements on risk appraisals, assessment of performance against the strategy delivery and the timings of board meetings. The board also unanimously agreed that it would survey the members as to how they felt the board was performing.

3.5 Other

The Secretary General reported on work to categorise resource challenged members with a view to improve engagement and tabled, a draft paper on the issue, which to be further elaborated, with the request for Board input. Several key meetings, which PEFC had had, were also reported on including with IAF and others

4. STRATEGIC DISCUSSIONS

4.1 Strategy Implementation

The Board prepared the members meeting "Strategy session"

Board members unanimously agreed and volunteered to run breakout groups to gather members' views on hard overall organisational impact measure; and softer ones the NGB members could report on now and others they could report on in the future with respect to the three strategic pathways of the PEFC strategy.

4.2 Strategic Funding Proposal

David Ford and Alexander Knapp presented the work to date of the Strategic Funding working group and outlined the current challenges and opportunities for organisations like PEFC with some proposals on how PEFC could become more effective in raising funds for development work and projects as a whole to the benefit of members. Board members noted the proposals of areas needing attention and requested that the working group prepare specific proposals in line with what had been presented. The need to familiarise members at the members meeting with the work of the committee was noted (David Ford agreed to update member the following day) as was the need to have targeted outreach with members on this matter.

5. OPERATIONAL ITEMS

5.1 Review of Board Charter and Policies

The board members discussed and noted the amended charter and unanimously agreed that Board members should in future declare and their affiliations and then update this at the start of each board meeting. The Board asked for the sections on the financial policies to be updated after the next MAC meeting.

There was also a request to prepare an explanatory paper covering the remuneration structures and review process of international office staff for consideration at the October Board.

BOD/4/2019 Unanimously agreed:

- To review amendments to the Board Charter and Policies once amendments prepared.

5.2 Review of Board Risk Register

The Board unanimously agreed that the Board Risk Register be reviewed annually as an agenda item and that the Board charter be adjusted accordingly.

It was also unanimously agreed to add a section on Major Drivers including biodiversity, climate change and indigenous peoples rights under the strategic risks heading

The Board also unanimously agreed that in principle, once approved, the main body of the Board Charter should be made publicly available.

5.3 Members Meeting Overview

Board members noted the timetables and details of the events provided

5.4 General Assembly Venues 2020/2021

BOD/5/2019 Unanimously agreed:

- To provisionally accept the application by PEFC Ireland to host either the 2020 or 2021 PEFC Week and General Assembly.

5.5 Progress report Q4 2018

The Board noted the background paper provided

6. FINANCE

6.1 Draft Year-end accounts 2018

Mr David Ford of the MAC (Management Accounts Committee) reported that the committee had met with the accountant and

considered the draft year end accounts which showed a modest surplus based on more income than foreseen and answered questions from Board members

BOD/6/2019 Unanimously agreed:

- To note the profit as per the draft accounts and agree the accounts (as presented by the Management Accounts Committee) to be sent for audit.

6.2 Reduction Fee Requests

The Board noted that the MAC had considered the requests, which had come in on time for the Board meeting but noted that the deadline for submissions for the subsequent year was 30th April.

The Board considered the application concerning the ending of the current three-year CAP applicable to SFI; it was unanimously agreed to recommend to the General Assembly an extension of a further year with an increase of 3% to cover inflation, as the work on the membership fee revision by the Board's Financing PEFC WG had not yet been completed.

It was noted that the MAC would consider all other applications in May with a view to making recommendations to the board.

It was further noted that the Guideline GD 1002:2006 would be amended to bring the 30th April date forward to 28th February to allow the board to consider all applications earlier to allow timely budgeting.

BOD/7/2019 Unanimously agreed:

- To agree a 3% increase to the current CAP (2017-19) for the year 2020 for recommendation to the members at General Assembly.
- To make an editorial change to GD 1002:2016 to amend the deadline for submissions for requests for reductions to the subscription fee from 30th April to 28th February.

7. TECHNICAL

7.1 Confirmation - ToR for SFM Working Group

Noted that Mr Brian Kernohan did not vote on the second motion.

BOD/8/2019 Unanimously agreed:

- To approve the Terms of Reference of the Sustainable Forest Management Working Group.
- To appoint Mr Brian Kernohan as the Chair of the Sustainable Forest Management Working Group.

7.2 Chain of Custody Working Group re DDS

Dr Michael Berger took members through the work of the Chain of Custody working group with respect to revising the DDS for controlled sources as per the board's proposals under item 4.4 in the October 2017 board meeting

BOD/9/2019 Unanimously agreed:

- To note that the changes with respect to controlled sources proposed by the Chain of Custody working group in the enquiry draft met the spirit of the Board consideration of item 4.4 of the October 2017 board meeting

7.3 Project proposal - Guideline on Clarification and interpretation procedures

The Board noted and reviewed the proposal

BOD/10/2019 Unanimously agreed:

- To approve the project proposal for the development of "Procedures for the Provision of Clarifications and Interpretations of PEFC Technical Documentation".

7.4 Endorsements

7.4.1 IFCC Community Forest Module endorsement

BOD/11/2019 Unanimously agreed:

- To recommend the endorsement of the IFCC Sustainable Community Forest Management Certification Scheme to the PEFC General Assembly.

7.4.2 Thailand Forest Certification System.

The Board considered the consultant's report and noted the minor non-conformities which needed documentary clarification

BOD/12/2019 Unanimously agreed:

- To recommend the endorsement of the TFCS (not including TIS 2861) to the PEFC General Assembly, subject to prior resolution of both the GMO related non-conformity (PEFC ST 1003, 5.4.7) and the conversions related non-conformity (PEFC ST 1003, 5.1.11) and the subsequent resolution of the remaining non-conformities within six months as of the endorsement.

7.4.3 SFI Small Lands Module

It was noted that the final assessment report would probably become available within the next 6 weeks. It was unanimously agreed that the results would be circulated to the Board and a decision would then follow on proposing endorsement to the General Assembly.

BOD/13/2019 Unanimously agreed:

- To note the SFI small lands group certification module and wait for the final assessor report on conformity to be able to make recommendations to the General Assembly.

7.4.4 Bulgarian Forest Certification System

BOD/14/2019 Unanimously agreed:

- To not recommend the endorsement of the Bulgarian Forest Certification Scheme to the PEFC General Assembly, until the resolution of non-conformities identified in its requirements for standard setting, group forest certification and forest management has been re-assessed and verified by a PEFC registered assessor
- To encourage the Council for Sustainable Forest Management and Certification in Bulgaria to continue in the engagement with environmental groups when resolving the minor non-conformities relating to the forest management standard.

8. MEMBERSHIP

8.1 National Governing Body

8.1.1 Myanmar Forest Certification Committee (MFCC)

BOD/15/2019 Unanimously agreed:

- To recommend the approval of the application of Myanmar Forest Certification Committee (MFCC), as the PEFC NGB membership in Myanmar, to the General Assembly (GA).

8.1.2 Vietnam Forest Certification Office (VNForest)

BOD/16/2019 Unanimously agreed:

- To recommend the approval of the application of Vietnam Forest Certification Office – Administration of Forestry (VNFOREST), as the PEFC NGB member in Vietnam, to the General Assembly (GA).

8.2 International Stakeholder Member

8.2.1 SAPPI

BOD/17/2019 Unanimously agreed:

- To recommend to the General Assembly (GA) the approval of SAPPI's application for PEFC International Stakeholder membership.

9. COMMITTEE UPDATES

9.1 Nominations Committee

Mr Esa Härmälä of the nominations committee reported on the work of the nominations committee.

It was noted that as no applications had arrived on time for the nominations committee, that the Chairman had agreed with the Secretary General to re-advertise the two positions so a vote could be taken at the November general assembly.

It was noted that Mr Härmälä would be available to meet with members during the members meeting.

9.2 Financing Working Group

Mr Peter Latham reported that the consultant appointed to survey members and certification bodies had completed his work and the results would be considered at the working group meeting later in the week. It was expected that recommendations would be made to the board thereafter.

9.3 Standard Working Groups

Dr Michael Berger reported on the progress of all the standards revision-working groups, and that in all likelihood the General Assembly would be voting on the new chain of custody standard, the requirements for CBs operating chain of custody and also the requirements for CBs for the implementation of SFM standards.

10. ANY OTHER BUSINESS

There was none.

11. DATES OF NEXT MEETING –

Conference call in July (date to be determined and in person - Thursday 3 and Friday 4 October 2019 in Geneva

Signed:

Peter Latham - PEFC Council Chairman

Ben Gunneberg - PEFC Council Secretary General

CONFERENCE CALL AUGUST 19, 2019 – 14:00 (Geneva time)

Present:

- Peter Latham (Chair)
- Geneviève Chua (2nd Vice Chair)
- Eduardo Rojas y Briales
- David Ford
- Riikka Joukio
- Brian Kernohan
- Gerald Pfiffinger
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Apologies:

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- Hervé LeBouler
- Jin Sook Lee

1. DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST WITH AGENDA

2. APPROVAL OF THE AGENDA

BOD/18/2019 Unanimously agreed:

- To approve the agenda

3. MATTERS ARISING

4. “PROPOSED MEASURABLES FOR THE PEFC STRATEGY” (PAPER 1)

BOD/19/2019 Unanimously agreed:

- To agree and present the collective measurables and impact indicators resulting out of member input for the PEFC strategy. These should be targeted at PEFC overall (the Board), PEFC International and NGBs with varying contributions depending on the stage of NGB development..

5. “ENDORSEMENT OF BULGARIAN FOREST CERTIFICATION SCHEME” (PAPER 2)

BOD/20/2019 Unanimously agreed:

- To recommend the endorsement of the Bulgarian Forest Certification Scheme to the PEFC General Assembly, on the condition that PEFC Bulgaria provides the PEFC Secretariat with evidence that:
 - **1)** the version of PEFC BG ST 1002-1 dated 26 June 2019 has been formally approved and published on PEFC Bulgaria’s official website, and
 - **2)** the minor non-conformity in the forest management standard related to forest conversions has been resolved no later than six months as of endorsement

6. AOB

7. DATES OF NEXT MEETING – Thursday 3 and Friday 4 October 2019 in Geneva